



## Ohio Administrative Code

### Rule 1301:3-4-11 Procedure for notice of public meetings and rule filing.

Effective: [March 6, 2020](#)

---

(A) The board shall post a schedule of all regularly scheduled meetings on the website of the division of industrial compliance. Any person shall determine the time and place of all regularly scheduled meetings by writing to the historical boilers board at "6606 Tussing Road, Reynoldsburg, Ohio, 43068," or calling the board at (614) 644-2223 between the hours of eight a.m. and five p.m., Monday through Friday. Additionally, any person, upon request, may obtain reasonable advance notification of all meetings at which a specific type of public business is to be discussed.

(B) The board shall post a schedule of all special meetings on the website of the division of industrial compliance. Any person shall determine the time and place of all specially scheduled meetings by writing to or calling the historical boiler board using the contact information listed above.

Any representative of the news media may obtain notice of all special meetings by requesting in writing that such notice be provided. A request for such notification shall be addressed to the historical boilers board at "6606 Tussing Road, Reynoldsburg, Ohio, 43068." The request shall provide the name of the individual media representative to be contacted, the representative's mailing address, and a maximum of two telephone numbers where the representative can be reached. The board shall maintain a list of all representatives of the news media who have requested notice of special meetings pursuant to this rule.

In the event of a special meeting, the board shall notify all media representatives on the list of such meeting by doing one of the following: sending written notice, which must be mailed no later than five calendar days prior to the event of the special meeting, or notifying such representatives by telephone no later than twenty-four hours prior to the special meeting; or informing such representative personally no later than twenty-four hours prior to the special meeting.

(C) In the event of an emergency meeting, the board shall notify all media representatives, who have requested such notification, of such meeting by providing telephone notification immediately



following the scheduling of an emergency meeting; or personal notification immediately following the scheduling of the emergency meeting.

(D) Prior to the adoption, amendment, or rescission of any rule, the board shall give public notice thereof, as provided in section 119.03 of the Revised Code and rule 1301-1-01 of the Administrative Code.

(E) The notice required by paragraphs (B) and (C) of this rule shall be deemed complete if a telephone message has been left for the representative at the phone number provided to the board or if the board has made reasonable effort to make contact with the representative by telephone, despite ultimately not being able to reach the representative or leave a message.